



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	12-20-2010
Subchapter:	1	Forms	
Issuance:	8.80	DCF Form 8-80, DCF Confidentiality Agreement (For Non-Employees)	

Click [here](#) to view or print DCF Form [8-80](#), DCF Confidentiality Agreement (For Non-Employees).

PURPOSE AND USE

The form is used to:

- Inform individuals who work for the Department of Children and Families, but who are not employees of DCF, of the importance and legal implications of maintaining client confidentiality; and
- Provide a mechanism to acknowledge the responsibility to keep CP&P and other DCF client information confidential.

Examples of those who must sign this form include:

- Students,
- Interns,
- Volunteers,
- Foreign language and hearing impaired interpreters,
- Deputy Attorneys General who represent CP&P,
- Nurses working for a contract provider to serve CP&P/DCF,
- Non-CP&P paralegals who are provided CP&P office space,
- Consultants who have access to CP&P or DCF client records,

- Contractors who have access to CP&P or DCF client records,
- Employees from other State agencies who have access to CP&P or DCF client records.

Employees of the Administrative Office of the Courts who have access to client information contained in NJ SPIRIT sign an Individual Agreement between: The New Jersey Administrative Office of the Courts and the New Jersey Department of Children and Families, Division of Child Protection and Permanency, in lieu of the DCF Form [8-80](#).

APPLICABLE STATUTES AND ADMINISTRATIVE ORDERS

CP&P has a responsibility to keep confidential information about its clients and former clients as described by New Jersey statutes, N.J.S.A. 9:6-8.10a, and New Jersey rules, N.J.A.C. 10:133G. Non-employees who perform work for DCF are required to maintain this confidentiality as guided by the provisions of these statutes and rules. See [CP&P-IX-G-1-100](#) and [CP&P-IX-G-1-200](#), which outlines policy about the disclosure of case information.

INSTRUCTIONS FOR COMPLETING THE FORM

DCF Form [8-80](#) is prepared in triplicate by the DCF representative.

The DCF representative and the non-employee sign and date three copies of the agreement in the designated spaces provided. Type or print the names of the DCF representative and non-employee in the spaces provided.

DISTRIBUTION

Original	-	DCF non-employee record or office file
Copy	-	Non-employee
Copy	-	Organization or college sponsoring the non-employee